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Arnold Schwarzenegger
Governor

TO: Air Resources Board Designated Employees

FROM: Shelly Chinn
Conflict of Interest Filing Officer
Human Resources Branch

DATE: February 9, 2006

SUBJECT: ANNUAL FILING OF STATEMENT OF ECONOMIC INTERESTS

The purpose of this memorandum is to notify you of the annual filing for the Statement of Economic Interests (SEI) and the additional requirement to take a state ethics orientation course.

Statement of Economic Interests

The Political Reform Act of 1974 requires officials and employees designated in the Air Resources Board (ARB) Conflict of Interest Code to file an Annual Statement of Economic Interests (also called "Form 700" or "SEI Form").

To assist you in completing your filing, we have provided the following on our web site:

- ARB's Conflict of Interest Code can be found at the this address:
<http://inside.arb.ca.gov/as/coi/coicode.pdf>,
- The Fair Political Practices Commission (FFPC) fact sheet, "Limitations and Restrictions on Gifts, Honoraria, Travel and Loans," and an interactive Form 700 with instructions for completion can be obtained by following the links provided on the ARB Inside Conflict of Interest page at this address:
<http://inside.arb.ca.gov/as/coi/coi.htm>.

The interactive Form 700 is in Adobe Acrobat "PDF" format. You will need the Acrobat reader installed on your PC to be able to open, complete and print the form for filing with the ARB Filing Officer. For best results, save the interactive Form 700 to your "C" drive and then reopen it from the "C" drive for completion and printing. Exiting the program

The energy challenge facing California is real. Every Californian needs to take immediate action to reduce energy consumption. For a list of simple ways you can reduce demand and cut your energy costs, see our Website: <http://www.arb.ca.gov>.

California Environmental Protection Agency

will erase the information entered on the form; therefore, it is recommended that when you complete a schedule, print out two copies (one for filing and one for your records).

The period covered by this annual statement is January 1, 2005 to December 31, 2005. Unfortunately, copies of your last year's forms cannot be accepted.

Please submit completed, original, hard copies of signed SEI Forms to me at the following address:

Shelly Chinn, Filing Officer
Human Resources Branch
Air Resources Board
1001 I Street, 20th floor
Sacramento, CA 95814

ANNUAL STATEMENTS ARE DUE NO LATER THAN APRIL 3, 2006.

Individuals who fail to file their SEI Forms by the April 3, 2006 filing date may incur a late penalty of \$10 for each day the form is late, up to a maximum of \$100.

Ethics Orientation Course

In addition to filing the annual SEI, state employees who are filers are also required by law (Government Code section 11146.3, effective January 1, 2003) to take a state ethics orientation course.

Employees can complete the ethics orientation via an interactive internet site or by viewing a video tape. The interactive web-based course is found on the Attorney General's Internet site at <http://caag.state.ca.us/ethics>. ARB's Training Office has copies of the video available for individual viewing. You may contact me at schinn@arb.ca.gov or (916) 324-8893 if you would like to request a copy.

For information on the annual SEI filing or to review a previous year's Form 700, please contact me at the e-mail address or telephone number listed above. Questions regarding code interpretations should be directed to Victoria Davis at vdavis@arb.ca.gov at the Office of Legal Affairs. Assistance in determining disclosure requirements may be directed to FPPC at (916) 322-5660.